

People's Democratic Republic of Algeria
Ministry of Higher Education and Scientific Research
Djilali Bounaama Khemis Miliana University



STUDENT HANDBOOK

Faculty of Letters and Languages

DJILALI BOUNAAMA KHEMIS MILIANA UNIVERSITY

University of DJILALI BOUNAAMA KHEMIS MILIANA

Djilali Bounaama Khemis Miliana University is a public university located in the town of Khemis Miliana, in Ain Defla, a wilaya in Algeria. It was founded in 1997 and named after Djilali Bounaama, an Algerian hero and leader of the Algerian War of Independence.

The university offers a wide range of undergraduate and graduate programs in various fields, including science, technology, humanities, social sciences, and languages. It is committed to providing a high-quality education that prepares students for successful careers and contributes to the development of society.

Djilali Bounaama Khemis Miliana University is known for its strong research programs and collaborations with national and international institutions. Its research activities cover a wide range of areas, including renewable energy, water resources management, information technology, language and culture, history, and social and economic development.

With a highly qualified faculty, state-of-the-art facilities, and a vibrant student community, Djilali Bounaama Khemis Miliana University is a dynamic and welcoming institution that is committed to excellence in teaching, research, and service to society.



Faculty of Letters and Languages

The university offers a wide range of undergraduate and graduate programs in various fields, including science, technology, humanities, social sciences, and languages. It is committed to providing a high-quality education that prepares students for successful careers and contributes to the development of society.

The Faculty of Letters and Languages is one of the six faculties of the Djilali Bounaama Khemis Miliana University. It is composed of two departments centered on various sectors, to follow studies in bachelor's and master's degrees in specialties in the field of language:



Departments

1- Department of Foreign Languages

French language:

Bachelor's degrees- Masters in language didactics

English language:

Bachelor's degree in English - Master's degree in English language and communication

2- Department of Arabic Language and Literature

Bachelor's degree: Literary studies - Arabic literature - Linguistic studies.

Master: Literary Studies - Arabic Literature - Linguistic Studies

As for the LMD doctoral training, two are offered in the field of Arabic language and literature:

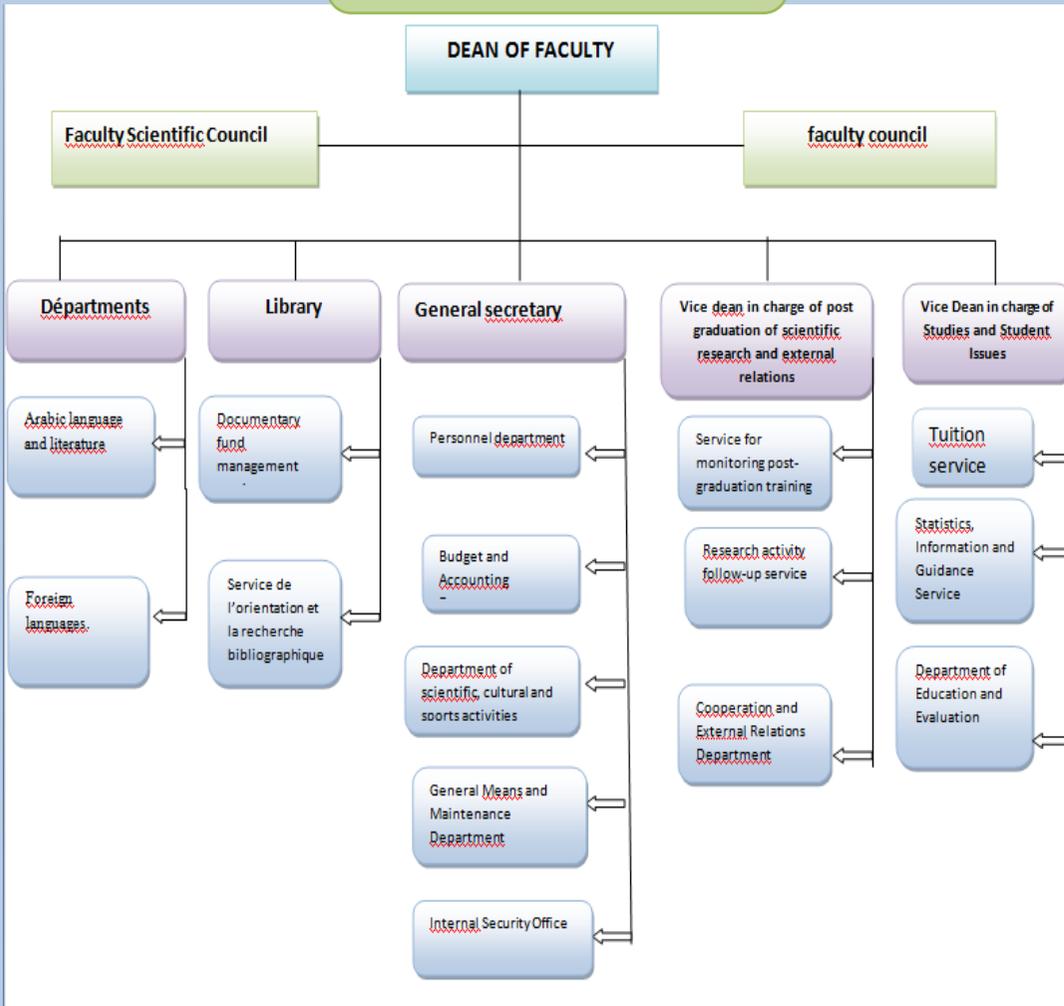
- 1- Modern and Contemporary Literature
- 2- Algerian Literature

In addition, the Faculty of Letters and Languages has a research laboratory in the field of Arabic language and literature:

“General and comparative literary and critical studies. »



Organisational chart



TEACHERS

Dép.	Professor	MCA	MCB	MAA	MAB	Total
Language and Arabic Literature	03	27	20	06	00	56
Foreign Languages	00	01	05	22	05	33
Total	03	28	25	28	05	89

Scientific Council

The functions of the Scientific Council in a faculty can vary depending on the specific institution and its internal regulations. However, here are some common functions and responsibilities of a Scientific Council in a faculty:

1. Curriculum Development
2. Research Promotion
3. Quality Assurance
4. Academic Staff Evaluation
5. Strategic Planning
6. Academic Policies and Regulations
7. Collaboration and Networking

Bachelor Training Offers

Field

Letters and foreign languages

Branch

1-French language

Speciality

French

2-English language

Speciality

English

Field

Arabic Language and Literature

-Branch

1- Literature studies

Speciality

Arabic literature

2- Linguistic studies

Speciality

General linguistic

3- Critical studies

Speciality

Criticism and methodologies

Master Training Offers

Field

Foreign languages

-Branch

1- French language

Speciality

Didactic of foreign languages

2-English language

Speciality

Language and communication

Field

Arabic Language and Literature

-Branch

1- Literature studies

Speciality

Algerian literature

2- Linguistic studies

Speciality

General linguistic

3- Critical studies

Speciality

Modern and contemporary literature

PHD Training Offers

Field

Arabic Language and Literature

-Branch

-Arabic literature

1-Speciality

Modern and contemporary Arabic literature

2- Speciality

Algerian Literature

THE LMD SYSTEME IN ALGERIA

The architecture of the LMD system is based on 3 degrees: LICENCE - MASTER - DOCTORATE.

Courses are organized into semesters and credit-bearing teaching units (UE).

Implementation of the credit system

The Semester

► The semester is the periodic duration of training units: the basic unit of training is therefore no longer the academic year but the semester.

► The three training cycles are expressed in semesters

Bachelor's degree: 6 semesters

Master's degree: 4 semesters

Doctorate: 6 semesters

► The semester corresponds to an established hourly volume measured in credits.

► All the units in a semester add up to 30 credits.

Thus

1 st cycle = Licence corresponds to 180 credits

2 nd cycle = Master 120 credits

3 rd cycle = Doctorate

► Semesters comprise a defined number of weeks: 1 semester = 15 weeks (teaching + assessment).

Semester and Credits

Teaching Unit (UE)

► Basic unit of a training pathway = autonomous and coherent subdivision within a study program

Teaching method:

Lecture, tutorial, practical, fieldwork, research, etc.

or a combination of these forms.

► Its value is defined in credits.

► It is codified and numbered.

► Mode of validation and promotion :

Obtain the required average for the UE

Capitalize on all UE required to obtain diploma or degree

Credit

► Unit determining the value of a UE and the total workload (CTT) required to achieve the UE's objectives.

600 hours of CTT for the student

i.e. a maximum of 360 hours of face-to-face teaching / semester (exceptionally 420H)

face-to-face teaching = 30 hours / week maximum (exceptionally 35H)

Admission Process

The Algerian Ministry of High Education and Scientific Research has set up an enrollment platform for international students called "PROGRES":

<https://progres.mesrs.dz/webetrangers/index.xhtml;jsessionid=A5DCE3EEF1D955FCEC1C2C1688085D94>

That will enable all person to find out about the teaching process at Algerian universities, choose a course of study and register.

The admission process for international students at Djilali Bounaama Khemis Miliana University typically involves the following steps:

1. Application: International students must first submit an online application in the platform of PROGES. The application typically includes personal information, academic transcripts, and any other relevant documents requested by the university.

2. Evaluation: Once the application is received, the Vice rectorate in charge of PEDAGOGY will evaluate the student's academic qualifications and determine whether they meet the admission requirements for the chosen program of study.

3. Admission Decision: The university will notify the student of their admission decision, which may be conditional or unconditional. If the admission is conditional, the student will need to meet certain requirements, such as providing additional documentation or passing a language proficiency exam, before being fully admitted.

4. Enrollment: Once admitted, the student will be required to enroll in the faculty and pay any applicable fees. They may also need to obtain a student visa and satisfy other immigration requirements.

You can visit the faculty's website to obtain the contact information from the Vice dean in charge of Scientific research.

On the university's website, you can usually find contact information for various offices, including the External Relations Office, under the "Contact Us" or "Admissions" section.

Research Opportunities

The Faculty of Letters and Languages has a number of research projects that focus on various fields of information technology, language and culture.

The faculty's research activities are carried out by highly qualified teachers and students, who are actively engaged in cutting-edge research projects and initiatives. In addition, PHD students at the Faculty of Letters and Languages are encouraged to participate in research activities and projects as part of their academic studies



Students Rights

The Faculty of Letters and languages is committed to ensuring that all students are treated fairly and have access to a safe, supportive, and inclusive learning environment. As such, the university has established a set of student rights that are designed to protect the rights and interests of students

1. **Freedom of Expression:** Students have the right to express their opinions and ideas freely, as long as they do not violate the rights of others or disrupt the learning environment.
2. **Academic Freedom:** Students have the right to pursue their academic interests and engage in academic activities without fear of censorship or interference.
3. **Equal Opportunity:** Students have the right to equal opportunity and treatment, regardless of their race, gender, religion, or other personal characteristics.
4. **Privacy:** Students have the right to privacy and confidentiality of their personal information, academic records, and other sensitive data.
5. **Safety and Security:** Students have the right to a safe and secure learning environment, free from harassment, discrimination, or violence.
6. **Due Process:** Students have the right to due process in disciplinary proceedings, including the right to a fair and impartial hearing, the right to present evidence and witnesses, and the right to appeal.

Library

The library of a faculty of Letters and Languages plays a crucial role in supporting the academic and research activities of students and faculty members in the field of humanities, language studies, and literature.

You can consult the book list
: <http://www.univ-dbkm.d>



Digital Services

The Faculty has a internet rooms, the main one is at the level of the Central Library, it has several offices with computers connected.

The wifi network is available in most faculties with space dedicated to research work ,E-learning or video conference



Intensive language teaching Center

The Intensive Language Teaching Centre (CEIL) is part of the university's common services. It is a real training tool for teachers and students. The CEIL of the University of DBKM University allows many learners to acquire and / or improve their language skills for better international communication.

For more information:

<http://www.univ-dbkm.dz/relex/wp-content/uploads/2023/06/Centre-dEnseignement-Intensif-des-Langues-version-fr.pdf>

Perspective Opportunities

- © Teacher
- © Journalism
- © Translation
- © Administration



International Students Welcome office

Through its International Student Office, the faculty aims to facilitate the integration of international students enrolled at the University of Djilali Bounaama Khemis Miliana, more particularly in terms of university life and life sociocultural.

The international student reception office informs and guides students in all the administrative procedures from the start of their studies to the end. its objectives are:

- Welcoming international students and researchers and informing them about the administrative procedures within the University and in practical life.
- Assistance in solving any administrative problems encountered by the foreign student for their integration into university life.
- The organization of cultural activities or animation actions promoting the integration of foreign students into student life.

Useful information for welcoming international students is centralized on this page:

<http://www.univ-dbkkm.dz/relex/eng/home/#>

International students Pedagogical Referent

Dr Koran Aziza

Teacher in English Department

Faculty of Letters and Languages



International Students Referent

Tahar DJEZAR

Department of French

Specialty: Master -didactic of FFL

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Contact



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